

ANIMAL CONTROL OFFICER

DEFINITION

To perform duties related to the enforcement of municipal ordinances governing the control of animals; respond to animal emergencies; and to educate the public on animal care, ownership/ordinance requirements.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the Animal Control Officer series and has the ability to perform a full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Senior Animal Control Officer in that the latter performs advanced journey level work and /or provides technical and functional guidance over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Control Manager, and technical and functional guidance from the Senior Animal Control Officer.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Enforce State, City and local animal control laws and codes by patrolling City streets and picking up live and/or dead animals; transporting animals to the shelter.

Explain ordinances relating to keeping and caring for animals to the public; issue citations for violations of the animal control ordinance; appear in court on cases involving violation of animal regulations/State Humane Laws; places animals in quarantine in cases of suspected rabies.

Respond to calls of injured and stray animals, barking dogs, leash and sanitation violations; take appropriate action; respond to animals locked in cars without proper ventilation, food, or water.

Investigate complaints of cruelty to animals, stolen animals, disturbances of the peace and animal bites.

Assist in conducting rabies clinic; issues dog license; receives and records payment for licenses, adoptions, relinquishment of ownership, and quarantine.

Maintain records and prepares comprehensive reports; responds to emergency calls during off-duty time.

Assist in hand injection euthanasia of diseased and/or unclaimed animals.

Feed and water animals; clean kennels; assist in the disposal of diseased and unclaimed animals.

Assist in providing information and make presentations to local groups, schools and citizens pertaining to animal control laws and ordinances.

Capture and impound, sick, injured, trapped, or vicious domestic and wild animals; tranquilize aggressive and stray animals; return wild animals to their natural habitat.

Quarantine animals involved in biting incidents; euthanize sick and injured animals.

Transport animals to the County animal shelter; assign kennels; return licensed animals to their owners.

Prepare and maintain a variety of records and reports; prepare reports and records of daily activities.

Maintain vehicle and equipment in proper working condition; clean and repair vehicle and equipment as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Animal behavior.

Various breeds of dogs and the methods of handling small animals

Techniques and procedures for the safe, humane, and efficient handling of animals.

Principles and practices of customer service and conflict resolution.

Applicable laws, codes, ordinances and regulations governing the licensing, treatment, and impounding of animals.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Learn to enforce animal regulations.

Use tools to capture, restrain and transport animals.

Keep records and prepare reports.

Administer animal first aid and lethal injections.

Operate computer equipment and software applications related to assignment.

Read and interpret street maps.

Communicate clearly and concisely, both orally and in writing.

Deal with irate customers in an effective manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience in the care and handling of animals.

Training:

Equivalent the completion of the twelfth grade.

License or Certificate

Possession of a valid California driver's license.

PC 832 Certificate must be obtained within 12 months of employment.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; drive a pick-up truck; use hands and fingers to grasp and use various types of animal restraint and capture equipment tools; make repetitive hand and body motions; twist and reach below and above shoulder. Must be able to maneuver in tight places such as crawl spaces or under a building and able to climb ladders, step and climb over obstacles to catch animals. Communicate over a radio, or telephone; hear communications via radio, telephone or in person; respond to inquiries; use a computer keyboard; re-interpret and write simple and complex reports; testify in court and respond to emergencies at various locations in the cities of Chula Vista, and contract cities. Must be able to lift and carry injured or dead animal weighing over 100 lbs. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed outdoors with exposure to wet, cold, windy, hot and/or humid conditions. Frequent exposure to loud animal noises, odors, pet dander, diseases and dangerous animals. Daily contact with to a variety of domestic and wild animals that can result in exposure to potentially hazardous or volatile situations; may be exposed to animal body fluids in caring for animal needs.

5/04